

# **GSD WIN**

## **USER MANUAL**

Application Version: 2.0 and above  
Date Written: 03/09/2010

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# SETTING UP A USER

Global Security Devices - Wi-Enterprise,site: "Training Display"

**Users**

Name: User 1  
Group: Full Access  
Car:   
Address:   
Phone:   
Card / fob:   
PIN code:   
Create PIN

User TA Options  
Fingerprints  
Toggle relay  
Alarm manager  
Wi-Bio Options  
Fingerprint Only

Verify photo  
Challenge photo

Enabled	No.	User Name	User Group	Card / ...	PIN Co...	Car
<input checked="" type="checkbox"/>	1	User 1	Full Access			
<input checked="" type="checkbox"/>	2	User 2	Full Access			
<input checked="" type="checkbox"/>	3	User 3	Full Access			
<input type="checkbox"/>	4	User 4	Full Access			
<input type="checkbox"/>	5	User 5	Full Access			
<input type="checkbox"/>	6	User 6	Full Access			
<input type="checkbox"/>	7	User 7	Full Access			
<input type="checkbox"/>	8	User 8	Full Access			
<input type="checkbox"/>	9	User 9	Full Access			
<input type="checkbox"/>	10	User 10	Full Access			

Controller 1  
Door 1  
Door 2  
Door 3  
Controller 2  
Door 1

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## Users Tab

Activate the users tab by clicking on Users Tab.

## Edit User

Select a user to add/edit a user

# CHANGE USER DETAILS

## Time & Attendance

Please see user Time and Attendance Options

## Fingerprints

Please see enrol fingerprint for details.

## User Photo

Add / Remove Photo of user

## User Options

Please see User Options for details.

## Save User

Click to save user details. (Always save user details if you change any detail)

## Enrol Batch Cards / Fobs

Please see 'Enrol batch of cards'

## Enrol a Card / Fob

Please see 'Enrol a card'

## Assign A User Group

Assign the User Group here via the drop down box. You must have User Groups already set up. (Please see "Set Up User Groups")

## Custom Fields

The fields **Car**, **Address** and **Phone** can be edited in the Settings Tab to **display** what ever field you require e.g. Staff Number, Company, etc.

## Create a PIN

1. Enter user's PIN.  
2. Click 'Create PIN' for the system to generate a PIN.

## Enable User

Enable a user by clicking the 'Enabled' box

Enabled	No.	User Name	User Group	Card / ...	PIN Co...	Car
<input checked="" type="checkbox"/>	1	User 1	Full Access			
<input checked="" type="checkbox"/>	2	User 2	Full Access			
<input checked="" type="checkbox"/>	3	User 3	Full Access			
<input type="checkbox"/>	4	User 4	Full Access			
<input type="checkbox"/>	5	User 5	Full Access			
<input type="checkbox"/>	6	User 6	Full Access			
<input type="checkbox"/>	7	User 7	Full Access			
<input type="checkbox"/>	8	User 8	Full Access			
<input type="checkbox"/>	9	User 9	Full Access			
<input type="checkbox"/>	10	User 10	Full Access			

## Enrol Card or Fob

### Enrol A Card / Fob

**Enrol Card / Fob**

To 'Learn' a card or fob  
– From this drop-down menu, select the door control that you want to present the card/fob to for reading.

Card or Fob Enrollment

**Enroll Card or Fob**

Select door control or reader to enroll and present card or fob

Door 1

Card/fob number

OK

**Reading Card / Fob ID**

Once the Card / fob is presented to the selected door, Card / Fob ID will appear here

**Typing Card / Fob ID**

You can also type Card/Fob ID, if you do not wish to scan it.

## Enrol Batch of Cards / Fobs

### Enter Card No

Enter the first and the last card of the batch here.  
NOTE: All cards should follow numerical order.

### First User of Batch

Select the first user number of the batch here from the drop down box.

### Access Levels

Ticking this box will enable the access level menu where you can decide what usergroup can be assigned to these users.

Enroll Batch of Cards

**Assign Cards to Users**

First user 1

Last user 1

First card

Last card

☒ Enable users

☐ Assign users to group

Full Access

Cancel Add

### Enrol Card Automatically

Click here to learn a card / fob automatically by presenting it to a prox door control.  
(Please see "Enrol A Card / Fob")



## User Time and Attendance Options

**Customize T&A Options**

Select this box to enable all fields of "Normal Time" and "Overtime" for this user.

**Always Normal Pay**

Click here to set user with normal pay in all hours.

**Define Normal Hours**

If you would like to define normal hours for T&A, click here.  
Please see Define T&A Hours.

**Normal pay rate**

Enter normal pay rate for this user.

The screenshot shows a window titled 'Time and Attendance' with a sub-header 'User Time and Attendance Options'. A checkbox labeled 'Specify personal TA options for this user' is checked. Below this are two panels: 'Normal Time' and 'Overtime'. The 'Normal Time' panel has a radio button for 'always' (selected) and a 'select...' button. Below these are fields for 'Always' (text), 'max hours per day' (spinner set to 08:00), and 'default pay rate per hour' (text set to 0 with a note '0 - if unused'). The 'Overtime' panel has a radio button for 'outside normal' (selected) and a 'select...' button. Below these are fields for 'Outside Normal Hours' (text), 'max hours per day' (spinner set to 00:00), and 'default pay rate per hour' (text set to 0). At the bottom are 'Cancel' and 'OK' buttons. Arrows from external text boxes point to various elements: 'Specify personal TA options for this user', the 'always' radio button, the 'select...' button in the Normal Time panel, the 'max hours per day' spinner in the Normal Time panel, the 'default pay rate per hour' field in the Normal Time panel, the 'outside normal' radio button, the 'select...' button in the Overtime panel, the 'max hours per day' spinner in the Overtime panel, the 'default pay rate per hour' field in the Overtime panel, and the 'OK' button.

**Outside Normal Hours**

Click here to select all time outside the hours of "Normal Time" as over time.

**Define Overtime Hours**

If you would like to define overtime hours for T&A, click here.  
Please see Define T&A Hours.

**Maximum Hours**

Adjust maximum hours for normal and overtime per day.

**Overtime pay rate**

Enter Overtime pay rate for this user.



## Define T&A Hours

Start / Finish Time
Enter Start Time and End Time in (24-hour) e.g. Start Time: 08:00 End Time: 14:00

Days in a week
Select days for which selected hours are allowed

Time and Attendance

Time and Attendance Time Period

start time 00:00

finish time 00:00

☐ mor ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat ☐ sun ☐ hol

Cancel OK

Holiday Access
Click hol to allow user to access doors during holidays. Please see Define Holidays .

# Enrol Fingerprints

**NOTE:** You must have GSD user fingerprint enrolment reader ready to enrol fingerprints.

## Active user

This is the user you are enrolling the finger prints for.

## Enrol Finger Print

1. Click (+) to activate Fingerprint reader. If reader has infrared (red) light illuminated, it means reader is ready to enrol fingerprint.
2. Place a finger on fingerprint reader.
3. You can see the quality in quality field. Recommended quality is min 85% for reliable operation.
4. You can see scanned fingerprint in finger print display
5. You can enrol two finger prints for a user.

Click second (+) sign to enrol second fingerprint and repeat steps 1 to 5.

## Create Pin NO

1. Enter user's PIN No.
2. Click 'Create PIN' for the system to generate a PIN No. This pin will be used in conjunction with the user's fingerprints.

## Fingerprint Display

Once fingerprint is scanned, you can see fingerprint here.

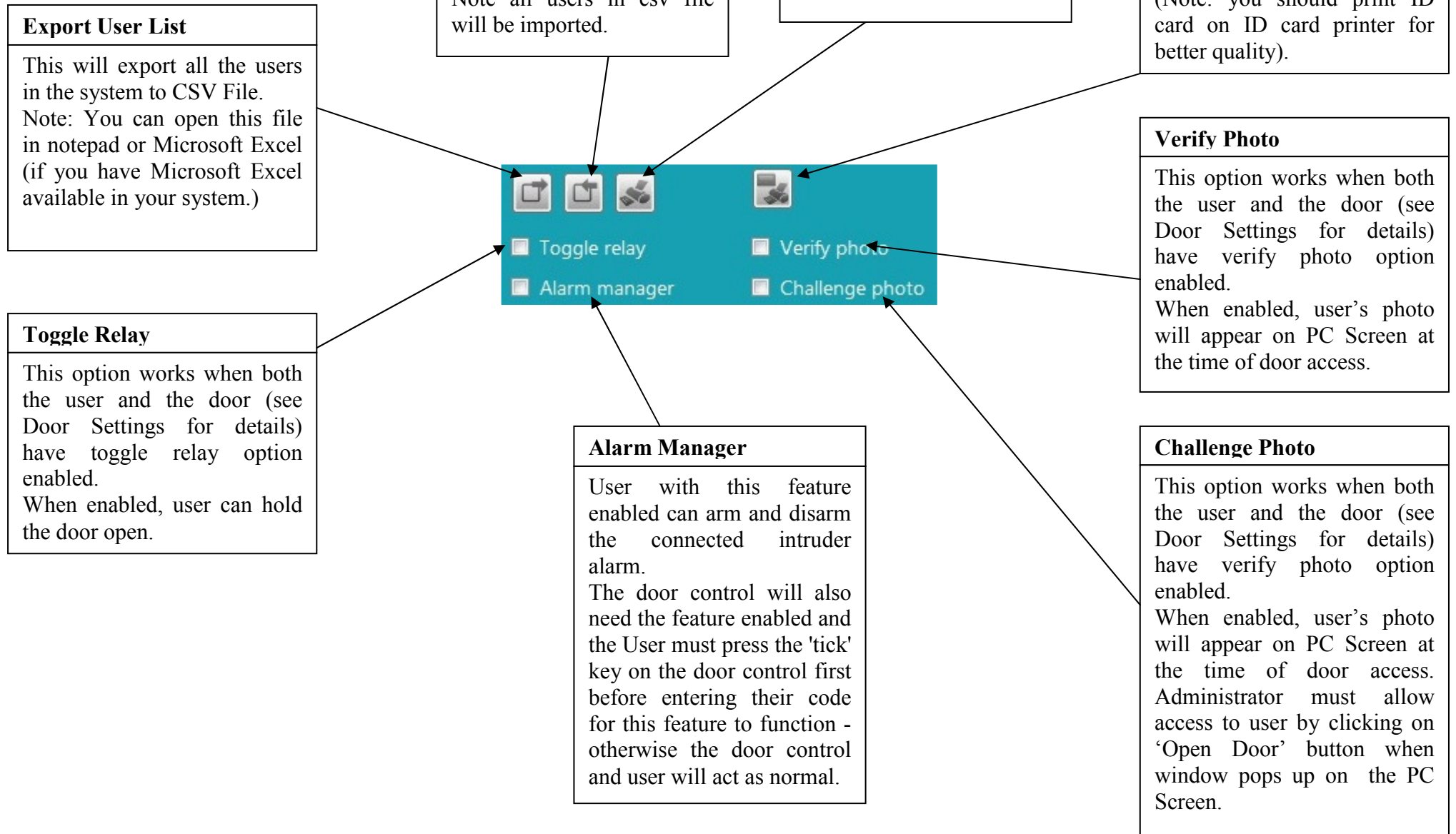
## Delete Fingerprint

Click (-) to delete finger print.

## Fingerprint Quality

Displays quality of Fingerprint scanned. Recommended: 85%

## User Options

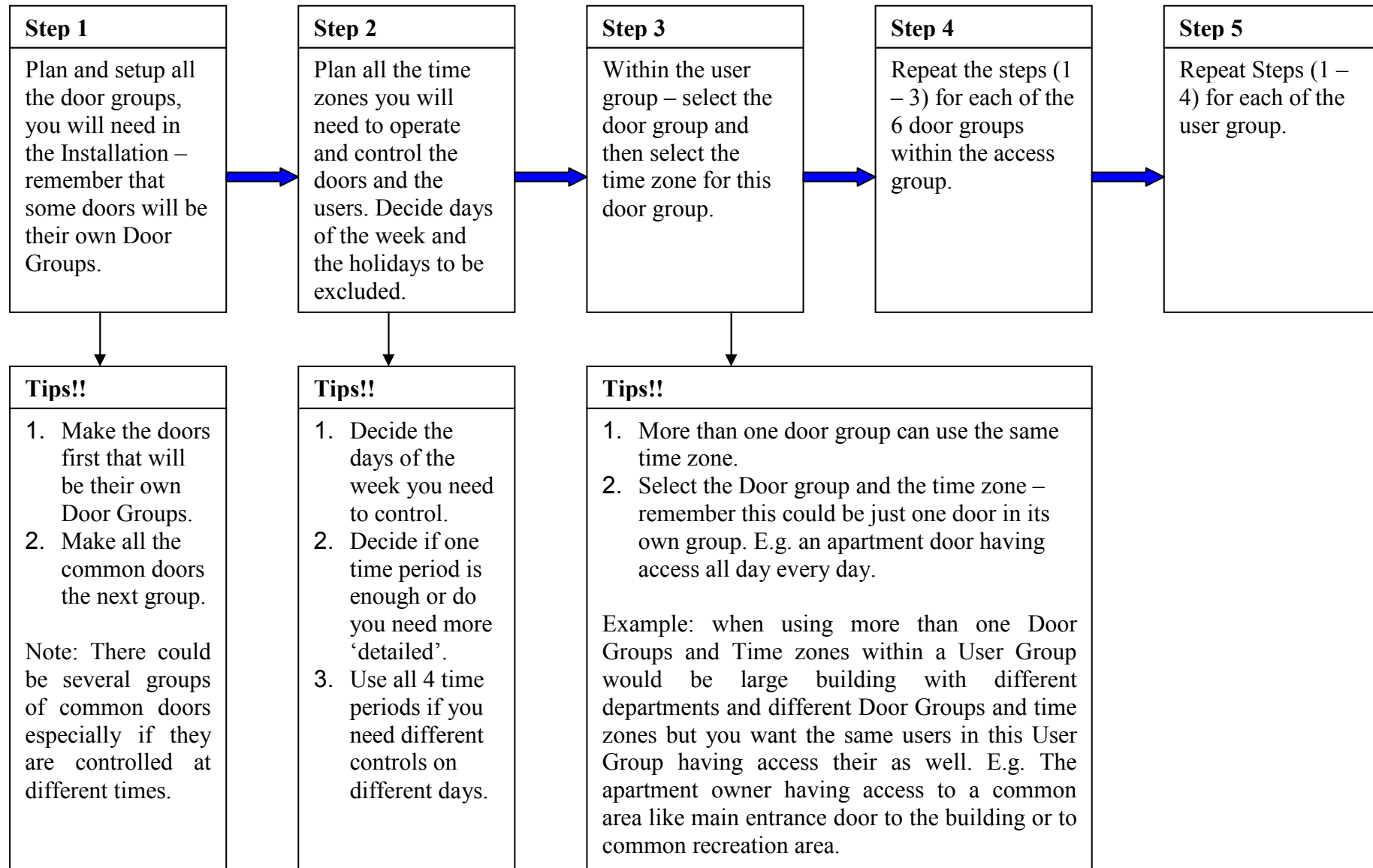


## GOOD PRACTICE FOR SETTING UP A NEW NETWORK

STEP	PROCEDURE	ACTION
<b>Start from here if it's a new Controller steps 1 to 10</b>		
1	Note the 'Comm Port' number used by the serial cable in the 'Device Manger' settings in the PC. Set the same comm port number in the Application in the 'Settings Tab'  ( <b>NOTE</b> : Once the connection is made the Controller will appear in Blue)	Go to Comm Port setting in PC and establish the comm. port number that the serial lead is now on – if necessary go to the advance tab and select the comm. port number manually. Set the comm. Port number in 'Settings' tab to match
2	Add the number of doors you need for this network.	In the Doors tab – hit the '+' button to add doors until you have all doors added.
3	Make sure all doors are 'Enabled'	Tick the 'Enable' box in all doors.
4	Do a full 'Download' now	In the 'Settings' tab hit 'Configuration Download' and proceed.  ( <b>NOTE</b> : if there are no fingerprints in the system now – hit 'No' when asked)
5	Create a 'Wireless Network' now	In the Controller section – click on 'Wireless Network' and then in the new the new box click on 'Create New Network.
6	Allow Doors to Join the network	Hit the 'Allow Doors to Join' button.  ( <b>NOTE</b> : All doors should be powered up at this point and the LED should be indicating that it does not have an network by flashing Red Led)  All doors will now start to 'beep' once to become door one.
7	Trip each door control one by one until all doors are joined.  ( <b>NOTE</b> : As you join one door all other doors will automatically start to beep the next door number)	The first door will beep once The second twice The third three times And so on till all doors are joined
8	When all doors are joined 'Secure the Network'	Hit the 'Secure the Network' button.
9	Do a Full Download	In the 'Settings' tab hit 'Configuration Download' and proceed.  ( <b>NOTE</b> : if there are no fingerprints in the system now – hit 'No' when asked)
10	Proceed to configuring all doors and Users	Set up all Door Groups, Timezones , User Groups and User options
<b>If its an existing network that you want to default start here with steps A to D</b>		

STEP	PROCEDURE	ACTION
A	Default all doors  ( <b>NOTE:</b> If you have defaulted the controller first you will have to refer to the installation manual for 'force default' instructions for each door type)	<ol style="list-style-type: none"> <li>1. Easiest way is to 'Right click' on the controller and default all doors at the same time.</li> <li>2. Or 'Right click' on the door itself and use default option.</li> <li>3. See 'Manual' default on each door in the installation manual.</li> </ol>
B	Remove all doors from the controller on the PC application	Hit the 'minus' button until only one door is left.
C	Default the Controller	<ol style="list-style-type: none"> <li>1. Remove the power</li> <li>2. Set all the Dip switches to the 'On' position</li> <li>3. Re-Apply the power</li> <li>4. After power up sequence is complete – restore the Dip switches to the address position.</li> </ol>
D	Connect the PC to the controller via the serial connect.	You may need a USB to serial adaptor and drivers for same.
Now go back to Steps 1 to 10 above		

# Installation Plan



# Setting up a user group

User Groups are made up of Door Groups and Time Zones. See “Setting Up Door Groups” and “Setting Up Time Zones” for details.

Note: You must have the Door Groups and Time Zones already set-up at this stage. Otherwise, every user is going to have Full Access – All Day, Every Day.

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**Access Levels**

**UserGroups**

**User Group**

Name: Full Access

Group PIN:

Create PIN

**Door Groups**

No.	Door Groups
1	All Doors
2	No Door Group
3	No Door Group
4	No Door Group
5	No Door Group
6	No Door Group

**Timezones**

No.	Timezones
1	All Day, Every Day
2	Inactive
3	Inactive
4	Inactive
5	Inactive
6	Inactive

No.	User Group	Door Group / Timezones
1	Full Access	All Day, Every Day: All Doors;
2	User Group 2	
3	User Group 3	
4	User Group 4	
5	User Group 5	
6	User Group 6	
7	User Group 7	

**Controller 1**

Door 1

Door 2

Door 3

**Controller 2**

Door 1

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## Access Levels

1. Activate UserGroups by clicking on Access Levels Tab.
2. Click UserGroups.

Note clicking on UserGroups will turn it blue. This indicates UserGroups are on the screen now.

## Edit UserGroups

Select a UserGroup to edit



## Edit UserGroups

Each UserGroup can have up to 6 Door Groups and 6 Time zones.

### Create Group Pin

1. Enter user's PIN No.
2. Click 'Create PIN' for the system to generate a PIN No.

This is useful for a department where you don't have to issue each person with their own PIC No,

### DoorGroup

This drop down box will display all the doorgroups available to be selected as part of the User Group.

This dropdown contains following choices:

1. Door Groups 1 to 128  
Select the door group you require as per installation plan.
2. All Doors  
Select this option if all doors are required to be accessed.
3. No Door Group  
Select this option if you want to unselect the door group for this User Group.

**Access Levels**

**UserGroups**

**DoorGroups** **Timezones**

**User Group**

Name: Full Access

Group PIN: [ ]

Create PIN

**Door Groups**

1 All Doors

2 No Door Group

3 No Door Group

4 No Door Group

5 No Door Group

6 No Door Group

**Timezones**

1 All Day, Every Day

2 Inactive

3 Inactive

4 Inactive

5 Inactive

6 Inactive

No.	User Group	Door Group / Timezones
1	Full Access	All Day, Every Day: All Doors;
2	User Group 2	
3	User Group 3	
4	User Group 4	
5	User Group 5	
6	User Group 6	
7	User Group 7	

### Time zones

The Drop down box will display all time zones available to be selected as part of the User Group

This dropdown contains following choices:

1. Time zones 1 to 128  
Select the time zone you require as per installation plan.
2. All Day, Every Day  
Select this option if all doors are required to be accessed all day every day.
3. Inactive  
Select this option if you want to make the time zone for this door group inactive.

# Setting up a time zone

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**Access Levels**

UserGroups DoorGroups Timezones

Timezone

Name: Timezone 1

Time Period 1: From 00:00 To 00:00 holiday access

Time Period 2: From 00:00 To 00:00 holiday access

Time Period 3: From 00:00 To 00:00 holiday access

Time Period 4: From 00:00 To 00:00 holiday access

No.	Timezone	Active Now	Time Periods
1	Timezone 1	No	Never Active
2	Timezone 2	No	Never Active
3	Timezone 3	No	Never Active
4	Timezone 4	No	Never Active
5	Timezone 5	No	Never Active

Controller 1 Door 1 Door 2 Door 3 Controller 2 Door 1

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## Access Levels

1. Activate Timezones by clicking on Access Levels Tab.
2. Click TimeZones.

Note clicking on Timezones will turn it blue. This indicates Timezones are on the screen now.

## Edit Timezones


Select a time zone to edit

## Edit Time Zones

### Save Time zone

Click to save Time zone. (Always save if you change any thing)

### Delete Time zone

Click (  ) if you want to clear the selected time zone.

### Holiday List

Click here to manage holiday list. (Please see “Manage Holiday List” for details).

Access Levels

UserGroups

DoorGroups

Timezones

Timezone

Name

Timezone 1

Time Period 1

From

00:00

▲

▼

To

00:00

▲

▼

mon

tue

wed

thu

fri

sat

sun

Time Period 2

From

00:00

▲

▼

To

00:00

▲

▼

mon

tue

wed

thu

fri

sat

sun

Time Period 3

From

00:00

▲

▼

To

00:00

▲

▼

mon

tue

wed

thu

fri

sat

sun

Time Period 4

From

00:00

▲

▼

To

00:00

▲

▼

mon

tue

wed

thu

fri

sat

sun

14

—

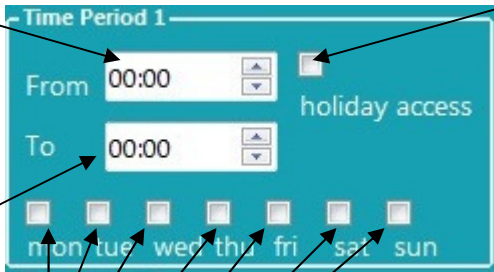
Save

No.	Timezone	Active Now	Time Periods
1	Timezone 1	No	Never Active
2	Timezone 2	No	Never Active
3	Timezone 3	No	Never Active
4	Timezone 4	No	Never Active
5	Timezone 5	No	Never Active

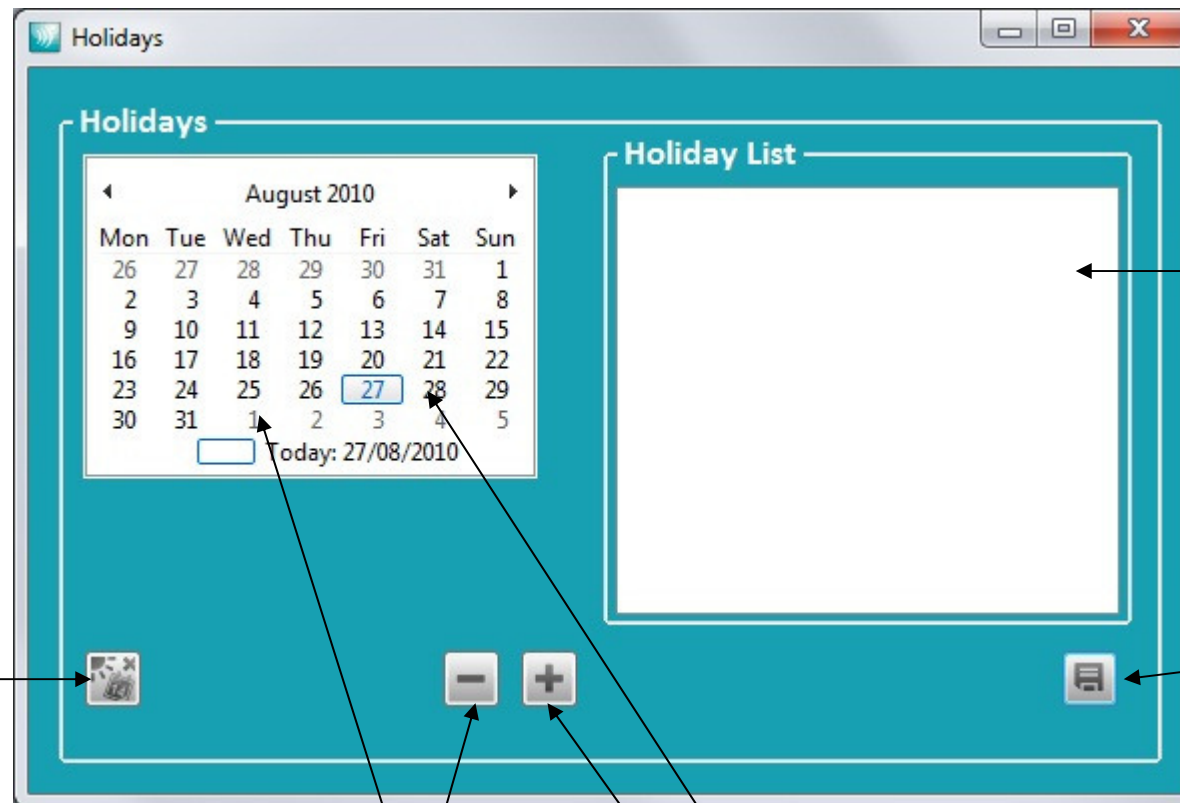
### Time Periods

You can set up to 4 time periods in one time zone. (Please see “Manage Time Period for details)

## Manage Time Period

Time Period start		Holiday Access
Please enter start time for time period in 24-hour format. e.g. 15:00		Selecting this box will allow access during holiday periods. If this box is unselected, user will not be allowed access on a holiday. (Please see Manage Holiday list for details).
<b>Time Period End</b> Please enter end time for time period in 24-hour format. e.g. 18:00 Note: End time cannot be earlier than start time.		<b>Days in week</b> Please select days, above times are effective for.

## Manage Holiday List



### Holiday List

Dates in this list are marked as holidays in the system. Time period will not function as normal on these dates. Access will be denied to user.

### Save Holiday List


Please always save Holiday List if you have modified any thing.

### Clear Holiday List

Click () to clear holiday list completely.


### Delete a Holiday

Select a date in calendar.

Click () to remove a holiday.

### Add a Holiday

Select a date in the calendar.

Click () to add a holiday. Selected date will appear in the list.



# Setting up Door Groups

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**Access Levels**

UserGroups | **DoorGroups** | Timezones

Door Group Name: Door Group 1

All Available Doors:

- 1 - Door 1
- 1 - Door 2
- 1 - Door 3
- 2 - Door 1

Doors in Current Group:

No.	Door Group	Doors
1	Door Group 1	No Doors Assigned
2	Door Group 2	No Doors Assigned
3	Door Group 3	No Doors Assigned
4	Door Group 4	No Doors Assigned
5	Door Group 5	No Doors Assigned
6	Door Group 6	No Doors Assigned
7	Door Group 7	No Doors Assigned

Controller 1: Door 1, Door 2, Door 3  
Controller 2: Door 1

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## Access Levels

1. Activate DoorGroups by clicking on Access Levels Tab.
2. Click DoorGroups.

Note clicking on Door Groups will turn it blue. This indicates DoorGroups are on the screen now.

## Edit DoorGroups

Select a door group to edit

## Edit DoorGroup

**Access Levels**

UserGroups DoorGroups Timezones

**Door Group**

Name Door Group 1

Save Delete

**All Available Doors**

- 1 - Door 1
- 1 - Door 2
- 1 - Door 3
- 2 - Door 1

**Doors in Current Group**

No.	Door Group	Doors
1	Door Group 1	No Doors Assigned
2	Door Group 2	No Doors Assigned
3	Door Group 3	No Doors Assigned
4	Door Group 4	No Doors Assigned
5	Door Group 5	No Doors Assigned
6	Door Group 6	No Doors Assigned
7	Door Group 7	No Doors Assigned

### Save Time zone

Click to save Time zone. (Always save if you change any thing)

### Delete Time zone

Click (Delete icon) if you want to clear the selected time zone.

### Available Doors

This list contains all door currently available in the system.

### Add a door

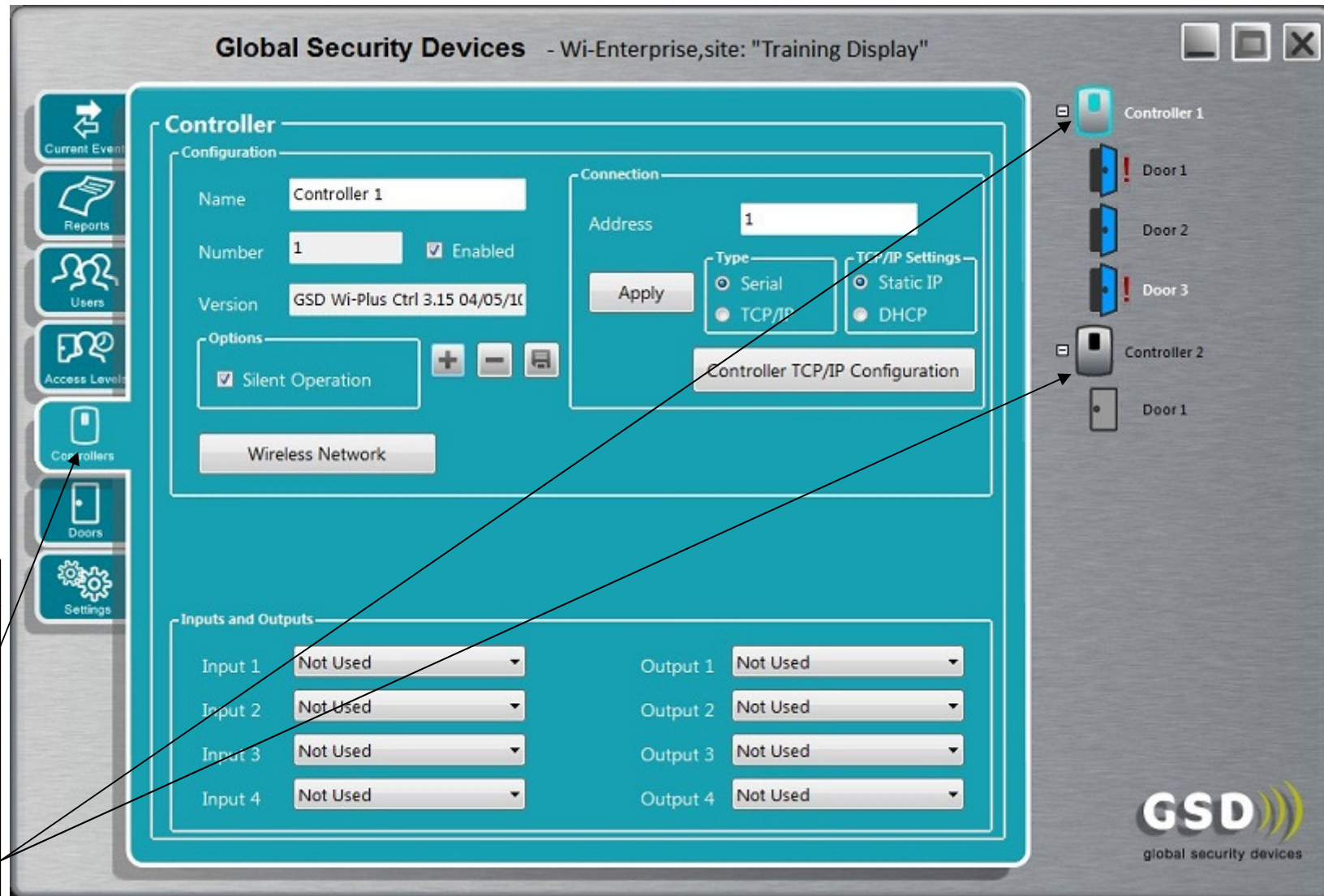
Select a door from the list and drag it to “Doors in Current Group” to add a door in current door group.

### Doors in Current Group

Doors that are selected in the group are displayed in this list.



# SETTING UP A CONTROLLER



## Access Controller

You can select a controller by:

1. Click on Controllers Tab.
2. Select a Controller. (Controller1 is highlighted indicating that we are looking at settings of Controller 1.)

## Controller Configuration

**Version**

This is the type & software version of the Controller

**Silent Operation**

Enable this feature if you want the controller's internal buzzers to be silent.

**Wireless Network**

Configure Wireless communication between Controller and doors. (See Configure Wireless Network for details)

**Add Door**

Hit (+) to add more controllers in the system.

**Remove Door**

Hit (-) to remove controller.

**Save Door**

Always click (Save icon) to save controller settings.

**Enabled**

This box must be ticked for the controller to be online. If you will untick this, controller will be offline.

**Configuration**

Name: Controller 1

Number: 1 ☒ Enabled

Version: GSD Wi-Plus Ctrl 3.15 04/05/10

**Options**

☒ Silent Operation

Wireless Network

+ - Save icon

## Connecting a Controller to computer

A controller can interact with computer through multiple ways

1. Serial Connection
2. TCP/IP Connection
  - a. Static IP Address
  - b. Dynamic IP Address

### Serial Connection

#### 1. Serial Connection

Select the type: 'Serial'

#### 3. Apply


Click Apply to activate connection

The screenshot shows a configuration window titled 'Connection'. It has an 'Address' field with the value '1'. Below it, there are two sections: 'Type' and 'TCP/IP Settings'. In the 'Type' section, 'Serial' is selected with a radio button, and 'TCP/IP' is unselected. In the 'TCP/IP Settings' section, 'Static IP' is unselected, and 'DHCP' is selected with a radio button. There is an 'Apply' button on the left side of the window. At the bottom, there is a button labeled 'Controller TCP/IP Configuration'.

#### 2. Address

Please enter address as per DIP switches, to which controller is configured.

#### 4. Save

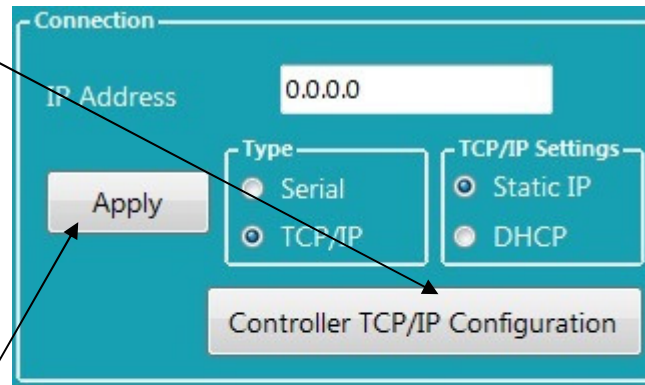
Click () to save settings.

# TCP/IP connection

## Static IP Address

### 1. TCP/IP configuration

Click this button.  
This is used to send new settings to the controller.




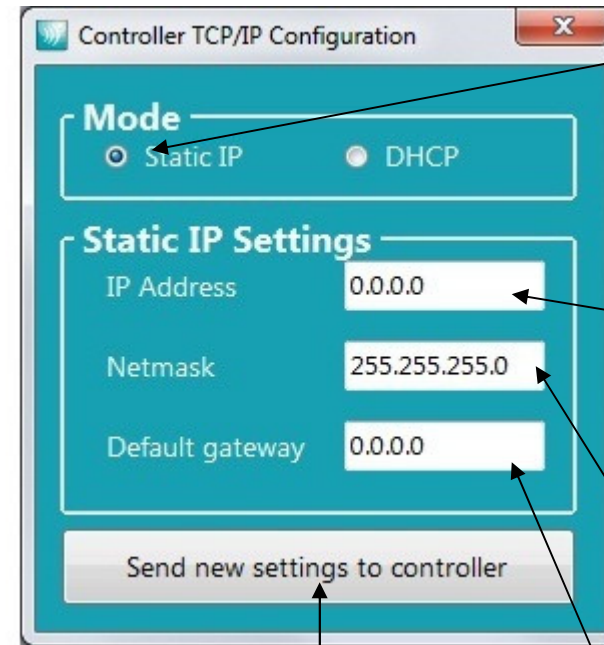
The 'Connection' window has a teal background. At the top, it says 'Connection'. Below that, 'IP Address' is followed by a text box containing '0.0.0.0'. To the right, there are two sections: 'Type' with radio buttons for 'Serial' and 'TCP/IP' (selected), and 'TCP/IP Settings' with radio buttons for 'Static IP' (selected) and 'DHCP'. At the bottom left is an 'Apply' button, and at the bottom right is a button labeled 'Controller TCP/IP Configuration'. Arrows point from the 'Apply' button to the '1. TCP/IP configuration' instruction box and from the 'Controller TCP/IP Configuration' button to the '6. Apply' instruction box.

### 6. Apply

Click Apply to activate connection

### 7. Save

Click (  ) to save settings.



The 'Controller TCP/IP Configuration' window has a grey title bar and a teal body. It features a 'Mode' section with radio buttons for 'Static IP' (selected) and 'DHCP'. Below is a 'Static IP Settings' section with three text boxes: 'IP Address' (0.0.0.0), 'Netmask' (255.255.255.0), and 'Default gateway' (0.0.0.0). At the bottom is a button labeled 'Send new settings to controller'. Arrows point from the 'Static IP' radio button to the '2. Static IP' instruction box, from the 'IP Address' text box to the '3. Ip Address' instruction box, from the 'Netmask' text box to the '4. Netmask' instruction box, from the 'Default gateway' text box to the '5. Default Gateway' instruction box, and from the 'Send new settings to controller' button to the '5. Send Settings' instruction box.

### 2. Static IP

Select Static IP

### 3. Ip Address

Enter the static Ip Address for controller

### 4. Netmask

Enter Netmask of network.

### 5. Send Settings

Click this button to send settings to controller.

### 5. Default Gateway

Enter default gateway for network.

## Configure a New Controller with Static IP

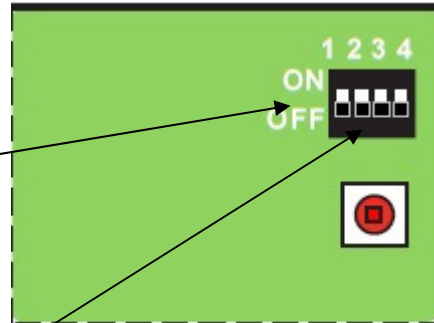
To set up a controller with Static IP address, please follow the following steps. Steps 3 – 8 show the images for Windows Xp. If you have different Operating System, please refer to Windows Help for changing IP Address of you computer.

### **1. Default Controller**

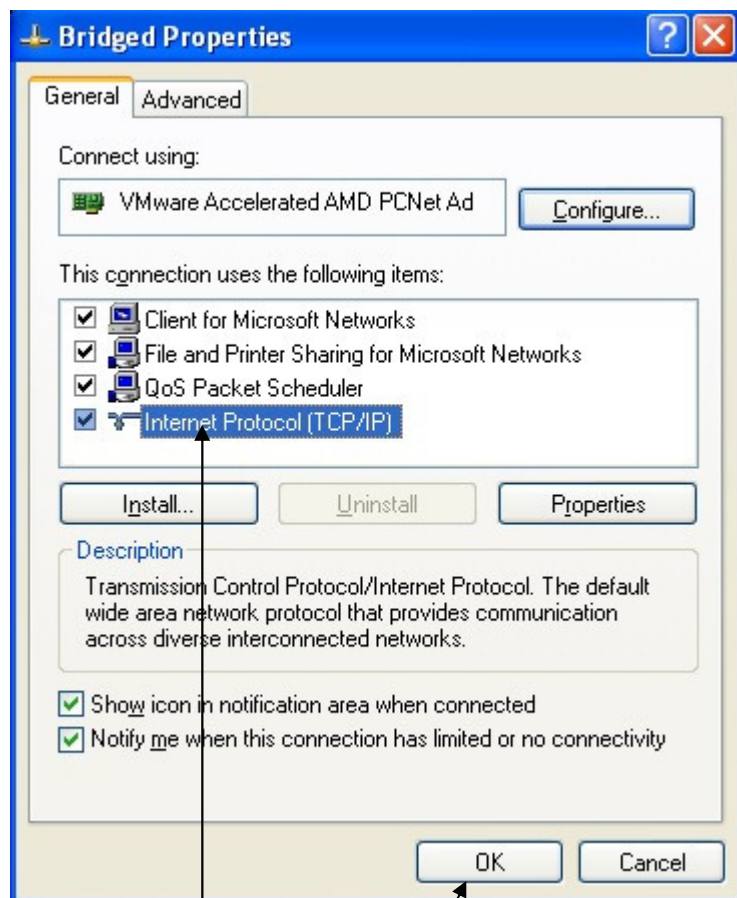
Set all of the dip switches in a controller to ON before you power up the controller.

### **2. Set Dip Switches**

Once the controller is powered up, Set the dip switch number 1 to ON and dip switches 2, 3 and 4 to OFF.



Step 3: In Windows Xp, click on Start Menu → Control Panel → Network Connections → Double click the network, you are connected to.  
(Note: This should open properties as shown in picture below)

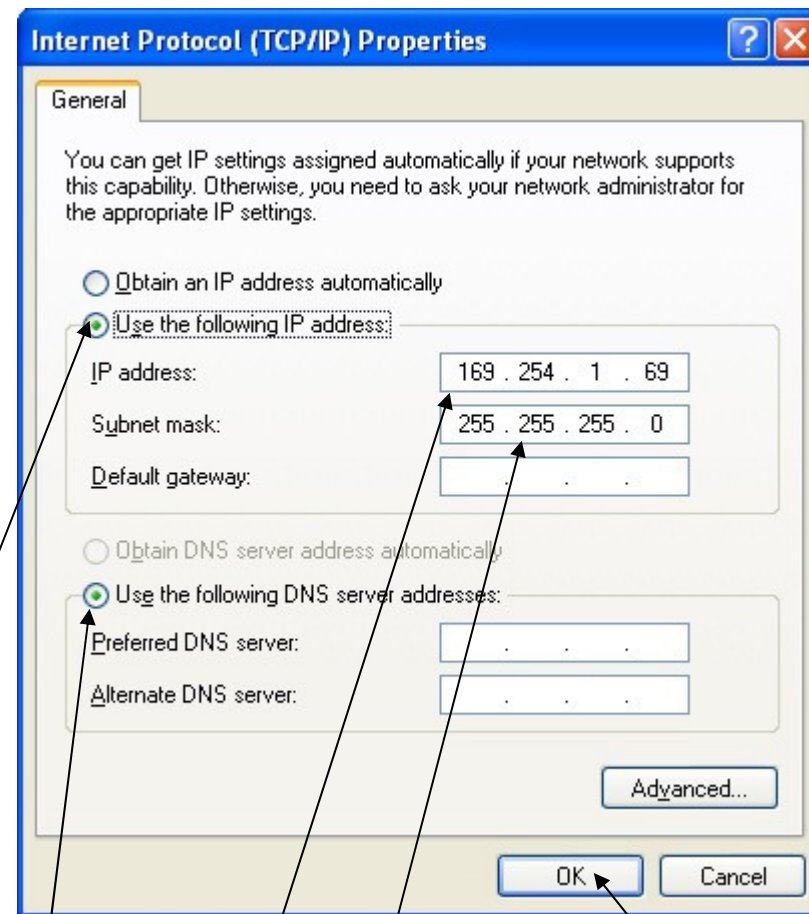


#### **4. TCP/IP Properties**

Select "Internet Protocol (TCP/IP)" and click on Properties

#### **8. Click OK**

Click OK



#### **5. Manual IP Address**

Select:  
1. Use the following IpAddress  
2. Use the following DNS server addresses

#### **6. Type IP Address**

Please Enter any IP Address in the range:  
169.254.1.xxx (2-250)  
Enter Subnet Mask:  
255.255.255.0

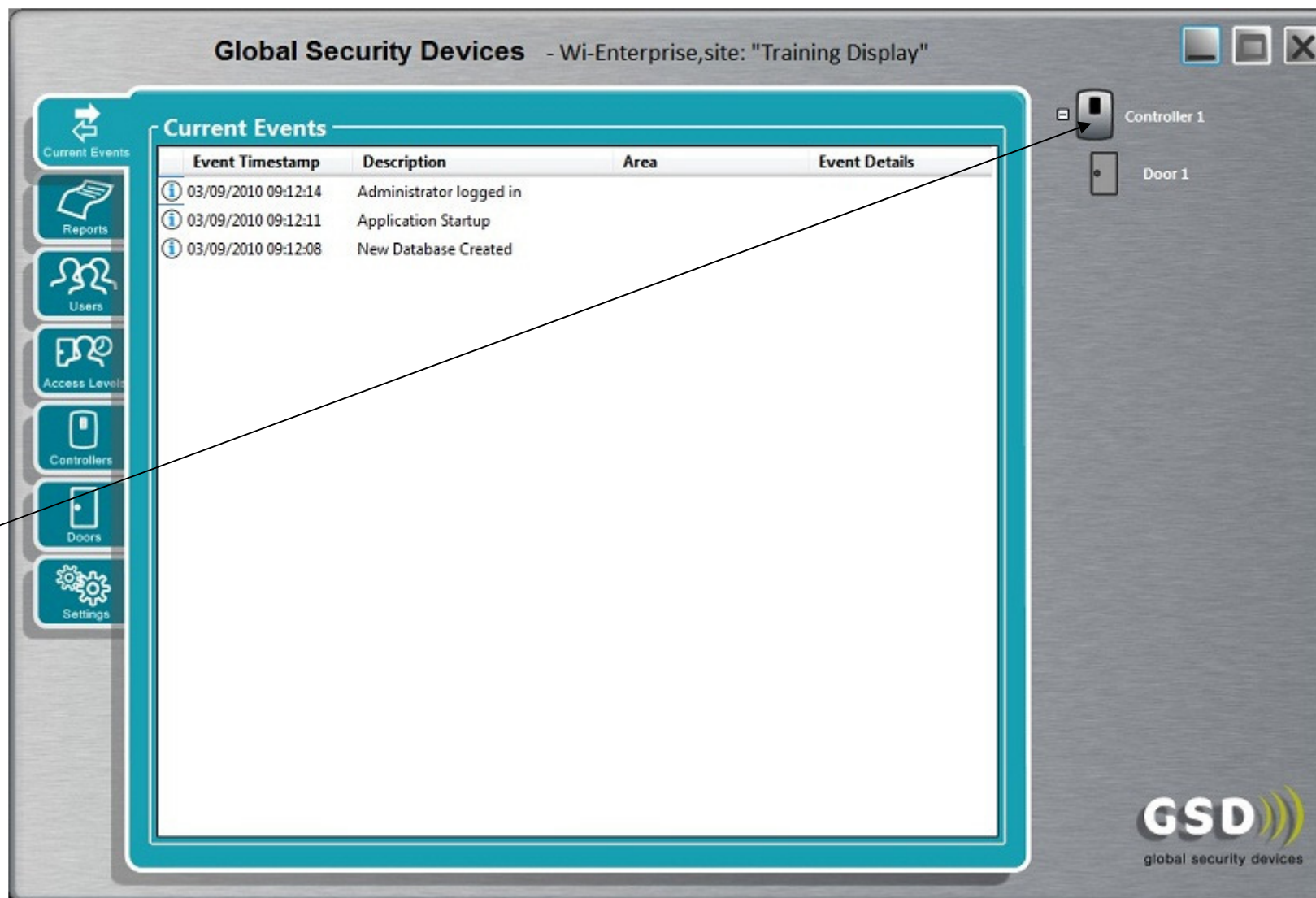
#### **7. Click OK**

Click OK to accept IP Address

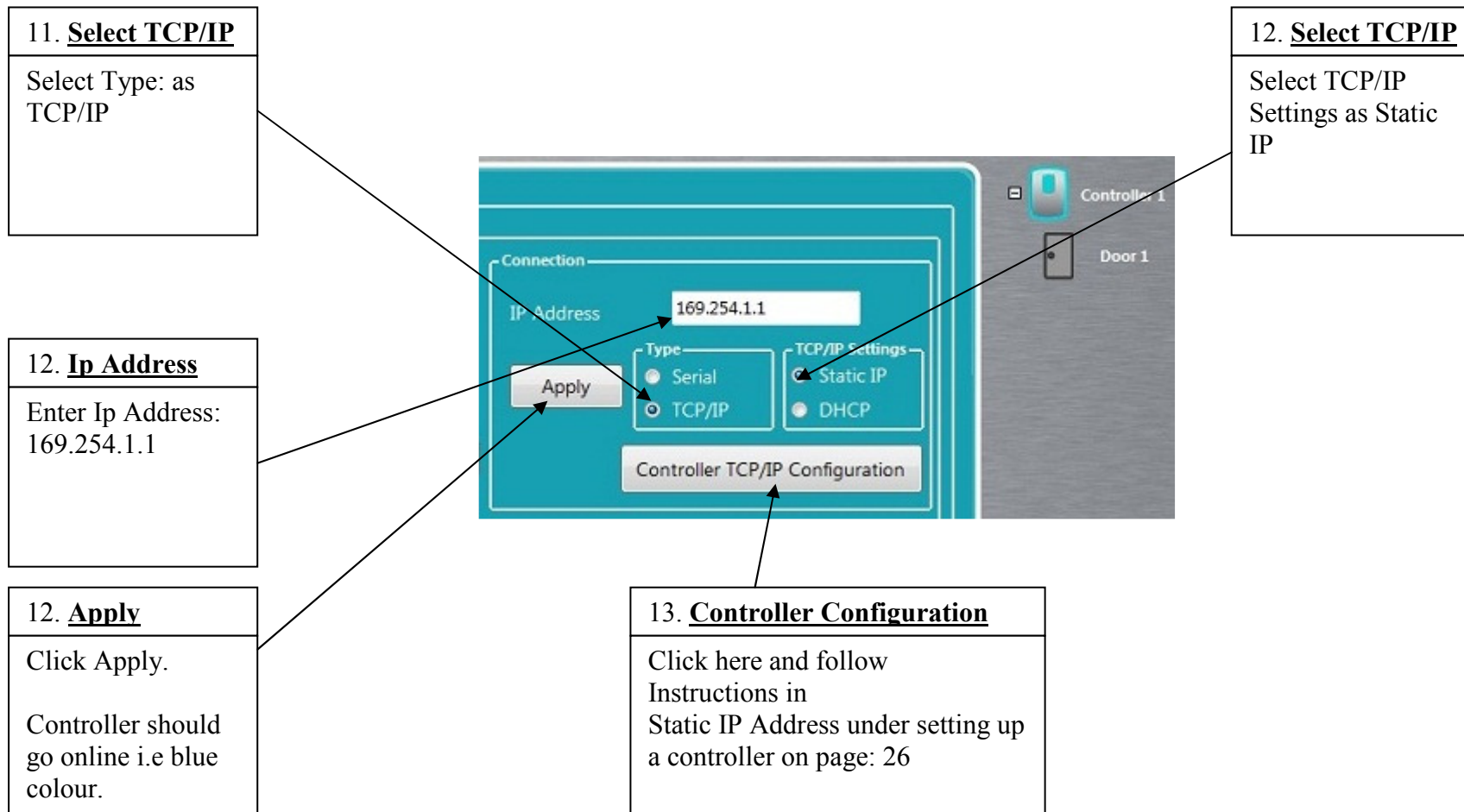


9. If you have successfully completed above steps, please connect the controller to your computer.

10. Start GSDWin and log in as Engineer







## Dynamic IP Address

### 3. MAC Address

Enter the MAC address for the controller.


### 1. TCP/IP

Click this button.

### 4. Apply

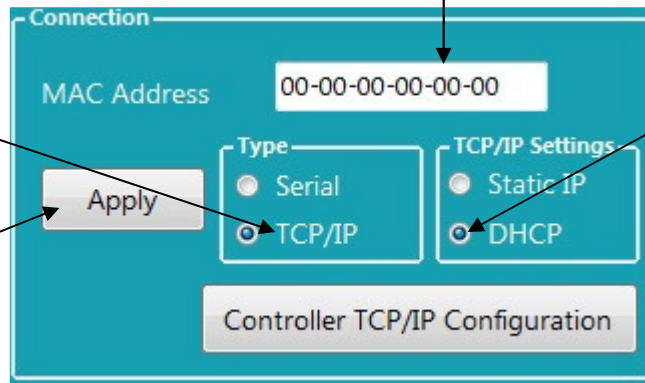
Click Apply to activate connection

### 5. Save

Click () to save settings.

### 2. DHCP

Select DHCP



The screenshot shows the 'Controller TCP/IP Configuration' window. At the top, the 'Connection' tab is selected. Below it, the 'MAC Address' field contains '00-00-00-00-00-00'. To the left of the 'Type' and 'TCP/IP Settings' sections is an 'Apply' button. The 'Type' section has two radio buttons: 'Serial' and 'TCP/IP', with 'TCP/IP' selected. The 'TCP/IP Settings' section has two radio buttons: 'Static IP' and 'DHCP', with 'DHCP' selected. At the bottom of the window is a large 'Controller TCP/IP Configuration' button. Arrows from the numbered steps point to these elements: Step 1 points to the 'TCP/IP' radio button, Step 2 points to the 'DHCP' radio button, Step 3 points to the 'MAC Address' field, Step 4 points to the 'Apply' button, and Step 5 points to the 'Controller TCP/IP Configuration' button.

## Configure Wireless Network

### 1. Create New Network

Click this button if you want to create a new network and follow on screen instructions.

### 2. Allow Doors to Join

Once the new network is created, click this button. This will allow any new doors (without a network) and within range to join the network.



### Controller

You are about to configure wireless communication for this Controller.

### 3. Secure Network

Once all doors have joined the network, you must not secure network to lock down what you have enrolled and to prevent any unwanted doors to join this network.

Note: If you have more than one controller on a network, repeat this procedure for each controller.

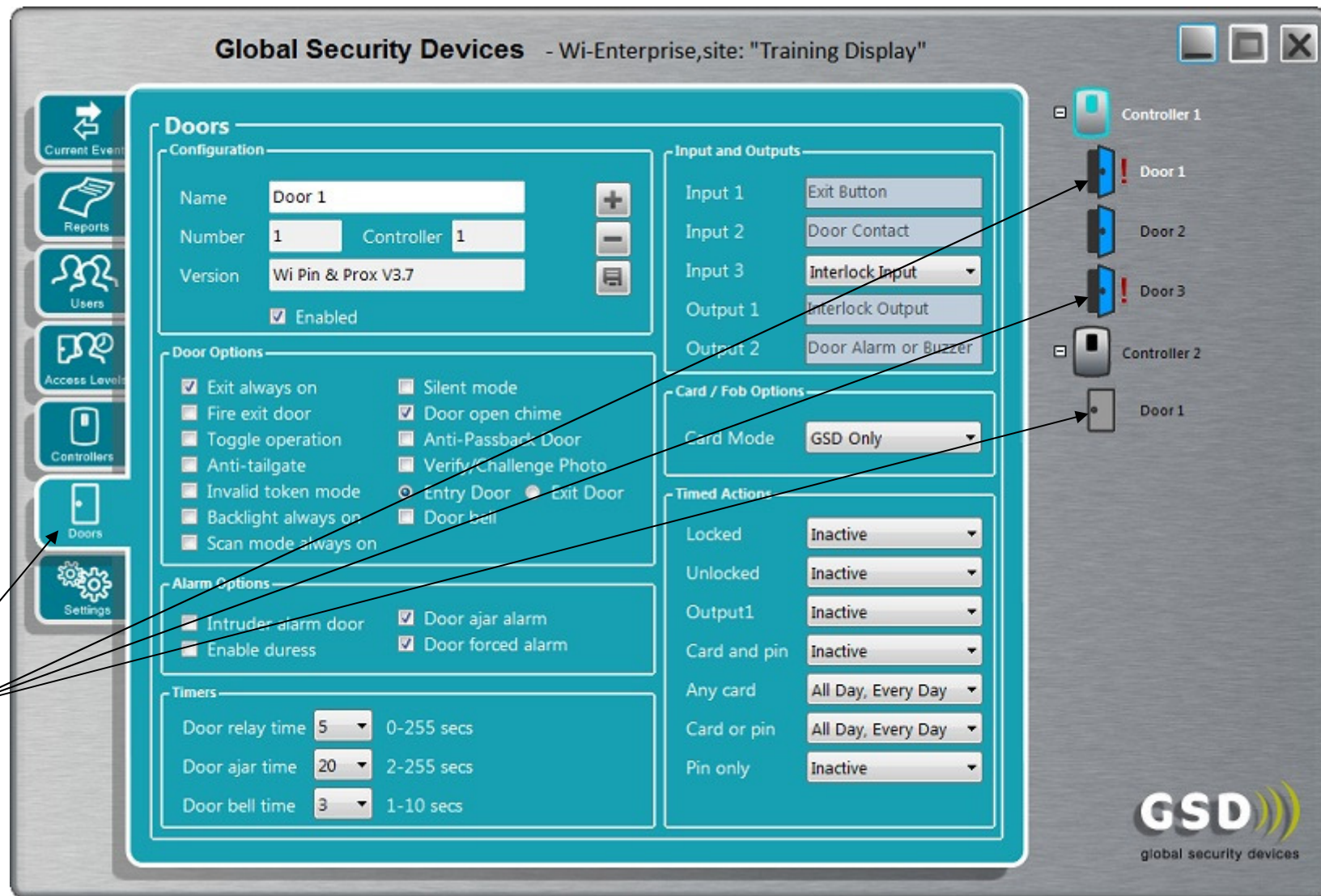
## **CONTROLLER INPUTS**

<b>OPTION</b>	<b>DESCRIPTION</b>
Not Used	Input does not has any function
Fire Alarm override	Input will respond to a fire alarm activation from a connected fire alarm system and will open any access door set as a fire alarm door.
Intruder Panel	With a connected intruder panel, this input will inform the controller when the intruder alarm is armed/disarmed or in alarm.
Tamper Alarm	When connected to any device that needs its tamper monitored e.g. Power supply.

## CONTROLLER OUTPUTS

OPTION	DESCRIPTION
Not Used	Output does not has any function.
Door Alarm	When a door control has an alarm issue, this output will trigger the connected device or sounder.
Fire Alarm	When a fire alarm is triggered via an input this output will activate the connected device.
Duress PIN Alarm	When a duress PIN is entered on a door control this output can be used to trigger another device such as digital communicator.
Any Door Open	When any door is open this output will trigger the connected device such as buzzer.
Door Forced Alarm	Any door with a contact fitted to monitor the door which is forced open will cause this output to trigger the connected device such as siren.
Door Ajar	Any door with the feature enable will cause this output to trigger if the door is left ajar.
Tamper Alarm	Any tamper on any door control will cause this output to activate the connected device or intruder alarm panel if connected.

# Setting Up a Door



## Access Doors

You can select a door

1. Click on Doors Tab.
2. Select a door.  
(Door1 is highlighted indicating that we are looking at settings of door 1.)

## Door Configuration

**Door Number**

This is door number on the controller

**Enabled**

This box must be ticked for the door to function as part of network. Un-tick this box, if you want to take the door out of the network.

**Doors**




Configuration

Name

Number  Controller

Version

☒ Enabled


**Version**

This is the firmware version of the door control itself. This is important later if there are any updates.


**Controller**

This is the controller no that this door belongs to. (Note: There can be several controllers on a network.)


**Add Door**

Hit () to add more doors to the controller.

**Remove Door**

Hit () to remove door from the network.

**Save Door**

Always click () to save door settings.



## Door Options

OPTION	PURPOSE
Exit Always on	Always allows user to exit. This option overrides anti-passback, challenge photo and timezones.
Silent Mode	If enabled there will be no audible tones or buzzer from the keypad for any operation.
Fire exit door	If enabled the door will automatically open in the event of a fire alarm activation which is connected to Network Access Control System. Only doors with this feature enabled will be opened. Input 3 must be connected to the fire alarm output that's triggers when the fire alarm activates.
Door open chime	The door will chime when a correct code/fob/fingerprint is presented and the relay is operated to open the door.
Toggle Operation	If enabled in conjunction with a 'Toggle User'. User can keep this door open permanently until the user enter code/fob/fingerprint. Note: This setting will only work if both door and user are set up for Toggle. (Please see 'User Settings').
Anti-Passback door	If enabled, all users can only pass through this door once in 24hr period unless they exit through an 'Exit' door control elsewhere on network. This feature (if enabled) will automatically be reset at the default time of midnight for all users but can be changed to another time through Settings Tab. (Please see 'Settings').
Anti-tailgate	If enabled, the door will lock approx 3 seconds after the door closes. The door must be monitored with a door contact for this feature to work. Example: relay time is 30 seconds, door closes in 10 seconds. Release time is shortened to 3 seconds). The remaining 17 seconds are discarded.
Verify/Challenge Photo	This feature works in conjunction with the two options in the user settings (Please see 'user settings').  If verified photo feature is turned on for the user and enabled here as well. The user's photo will pop up on the screen when the user access through this door. If challenge feature is enabled for a user and enabled here as well, the user's photo will pop up on the screen when they attempt to access through this door. However, the door will not open until the administrator hits the 'Open Door' button once they are satisfied the correct person is being allowed access.
Invalid Token Mode	The door will be locked out for 5 minutes after 5 minutes
Entry Door	If enabled, the door control is outside and is allowing access into the building. If a slave reader is connected the slave reader will automatically become an exit reader allowing access out of the building. Note: this is important feature for time and attendance.
Exit Door	If enabled, the door control is inside and is allowing access out the area/building. If a slave reader is connected the slave reader automatically become an entry reader allowing access into the building.
Backlight always on	If enabled, the backlight on the keypad will be always on. If disabled the backlight will be automatic once they first key is

	pressed on the keypad.
Door bell	If enabled, the 'tick key' on the door control acts like a door bell button when pressed. Output 2 on the door control can be connected to a siren or a buzzer etc., which will activate when the 'tick' key on the door control. The amount of the time that the output activates for is controlled by the 'Door bell time' in the timers of the section.
Scan mode always on	The fingerprint scanning sensor (red light) will be always switched on.

## Alarm Options

OPTION	DESCRIPTION
Intruder Alarm Door	<p>If enabled, this door will act as keypad for 'Arming' and 'Disarming' the intruder panel alarm.</p> <p>Note: the user must also be selected as 'Alarm Manager' user in the user tab. (See User Settings for details.</p> <p>Input 3 must set for 'Alarm Panel' option and connected to and arm/disarmed status output on the intruder alarm.</p> <p>Output1 must also be connected to an intruder alarm input which is capable of arming/disarming the intruder alarm when activated or deactivated.</p>
Door ajar alarm	<p>If enabled, Output 2 will trigger any siren/buzzer connected when the door ajar time has expired.</p> <p>The door ajar time is selectable under the 'Door Timers' (see Door Timers for details) and the alarm will occur when the time has expired after the relay time. (i.e. Door Relay Time + Door ajar time) when Output 2 is triggered.</p> <p>A door contact must be fitted and connected to Input 2 so that the door control will know when the door is open or closed.</p>
Enable duress	<p>If enabled a duress code is generated whereby the door will open as normal but will send a silent panic alarm trigger to the intruder alarm panel. A 'silent panic alarm' can be sent via the intruder alarm digital communication to a 24 hr alarm receiving centre (ARC).</p> <p>Output 2 must be connected to the intruder alarm panic input.</p>
Door forced alarm	<p>If enabled, Output 2 will trigger any siren/buzzer connected when the door is forced open. It could also be connected to an intruder alarm input.</p> <p>A door contact must be fitted and connected to Input 2 so that the door control will know when the door is opened or closed.</p>

## ***Card / Fob Options***

<b>OPTION</b>	<b>DESCRIPTION</b>
GSD only	If selected, only GSD cards and fobs will work this system
GSD and Paxton	If selected, both Paxton and GSD cards and fobs will work with this system
GSD and HID	If selected, both GSD and HID cards and fobs will work with this system.

## Inputs / Outputs

OPTION	DESCRIPTION																
Input 1	This input should be connected to an Exit Button (Push to release) and or a break glass unit. If you require both, they should be wired in series.																
Input 2	This should be connected to a door contact or the contacts in a monitored lock. This is how a door control will realise if the door is opened or closed. If no door contact or monitored block is used, this input should be strapped to '0V' so that the door icon doesn't look ajar. Door ajar option should be enabled or disabled according to what is required.																
Input 3	<p>This is a programmable input.  Note: Input 3 will always be associated with Input 1. Input 1 will automatically change to suit.</p> <table> <tr> <th>Options</th><th>Description</th></tr> <tr> <td>Fire Alarm Override</td><td>Select this input type if door is connected directly to a fire alarm system trigger. Fire exit door must also be selected in the 'Alarm Option' in this section.</td></tr> <tr> <td>Lock Door</td><td>Select this option if an external source such as switch or intruder alarm is used to permanently lock the door. As long as input has this trigger the door will remain locked.</td></tr> <tr> <td>Card and PIN</td><td>Select this input type if door control is connected directly to a time clock or a manual switch. The user card and PIN will then only work when the input is triggered. All other times, the user cant use the keypad.</td></tr> <tr> <td>Card or PIN</td><td>Select this input type if door control is connected directly to a time clock or a manual switch. The user Card or PIN will then only work when the input is triggered. All other times, the user cant use the keypad.</td></tr> <tr> <td>Interlock Input</td><td> <p>Use this option if the door control is paired with another door control for interlock purposes. Interlock is where only one of these doors can be opened at a time. If one is open, it will keep the other closed through this input.</p> <p>Output1 from this door control should be connected to Input 3 with this option selected on the other door control and Input3 on this door control should be connected to Output 1 on the other door control.</p> </td></tr> <tr> <td>External Reader</td><td>If a slave reader is being used on this door, connect its output here with this option selected. Also in the door options – please make the selection so the slave reader has the correct function.</td></tr> <tr> <td>Panel Alarm</td><td>If an intruder alarm is being armed / disarmed from this door control an output on the intruder alarm which will correspond with the status of the alarm system i.e. armed/ disarmed should be connected here with this option chosen. This is how the door will realise if the intruder alarm system is armed or not.</td></tr> </table>	Options	Description	Fire Alarm Override	Select this input type if door is connected directly to a fire alarm system trigger. Fire exit door must also be selected in the 'Alarm Option' in this section.	Lock Door	Select this option if an external source such as switch or intruder alarm is used to permanently lock the door. As long as input has this trigger the door will remain locked.	Card and PIN	Select this input type if door control is connected directly to a time clock or a manual switch. The user card and PIN will then only work when the input is triggered. All other times, the user cant use the keypad.	Card or PIN	Select this input type if door control is connected directly to a time clock or a manual switch. The user Card or PIN will then only work when the input is triggered. All other times, the user cant use the keypad.	Interlock Input	<p>Use this option if the door control is paired with another door control for interlock purposes. Interlock is where only one of these doors can be opened at a time. If one is open, it will keep the other closed through this input.</p> <p>Output1 from this door control should be connected to Input 3 with this option selected on the other door control and Input3 on this door control should be connected to Output 1 on the other door control.</p>	External Reader	If a slave reader is being used on this door, connect its output here with this option selected. Also in the door options – please make the selection so the slave reader has the correct function.	Panel Alarm	If an intruder alarm is being armed / disarmed from this door control an output on the intruder alarm which will correspond with the status of the alarm system i.e. armed/ disarmed should be connected here with this option chosen. This is how the door will realise if the intruder alarm system is armed or not.
Options	Description																
Fire Alarm Override	Select this input type if door is connected directly to a fire alarm system trigger. Fire exit door must also be selected in the 'Alarm Option' in this section.																
Lock Door	Select this option if an external source such as switch or intruder alarm is used to permanently lock the door. As long as input has this trigger the door will remain locked.																
Card and PIN	Select this input type if door control is connected directly to a time clock or a manual switch. The user card and PIN will then only work when the input is triggered. All other times, the user cant use the keypad.																
Card or PIN	Select this input type if door control is connected directly to a time clock or a manual switch. The user Card or PIN will then only work when the input is triggered. All other times, the user cant use the keypad.																
Interlock Input	<p>Use this option if the door control is paired with another door control for interlock purposes. Interlock is where only one of these doors can be opened at a time. If one is open, it will keep the other closed through this input.</p> <p>Output1 from this door control should be connected to Input 3 with this option selected on the other door control and Input3 on this door control should be connected to Output 1 on the other door control.</p>																
External Reader	If a slave reader is being used on this door, connect its output here with this option selected. Also in the door options – please make the selection so the slave reader has the correct function.																
Panel Alarm	If an intruder alarm is being armed / disarmed from this door control an output on the intruder alarm which will correspond with the status of the alarm system i.e. armed/ disarmed should be connected here with this option chosen. This is how the door will realise if the intruder alarm system is armed or not.																
Output1	Follow relay, Interlock output, Slave reader input, Panel alarm output																
Output2	Door alarm or snoozer.																

## Door Timers

OPTION	DESCRIPTION
Door Relay Time	<p>You can select from the drop down box the relay time for which the door control fires its output.</p> <p>Range: 0-255 seconds.</p> <p>Note: If strike lock is being used that this setting must be '0' in order to avoid damage to the lock. A momentary pulse of 200ms will be applied.</p> <p>Please also ensure that the correct side of the relay is used depending on the lock type.</p> <p>Mag locks should be connected to the Normally closed side of the relay.</p> <p>Strike locks should be connected to the Normally opened side of the relay.</p> <p>Always ensure that the Varistor is in the correct position as well. Please refer to the installation manual for the correct position.</p>
Door Ajar Time	<p>This is the time set to trigger an alarm in the even that the door has been held open beyond the relay time. An alarm will be activated via Output 2 triggering whatever is connected to this output when the relay time has expired plus the door ajar time.</p>
Door Bell Time	<p>This is the time set to trigger the door bell feature using the 'Tick' button on the door control.</p> <p>Output 2 will trigger the device that is connected to it when this is pressed.</p> <p>Time Range: 1 – 10 seconds</p>

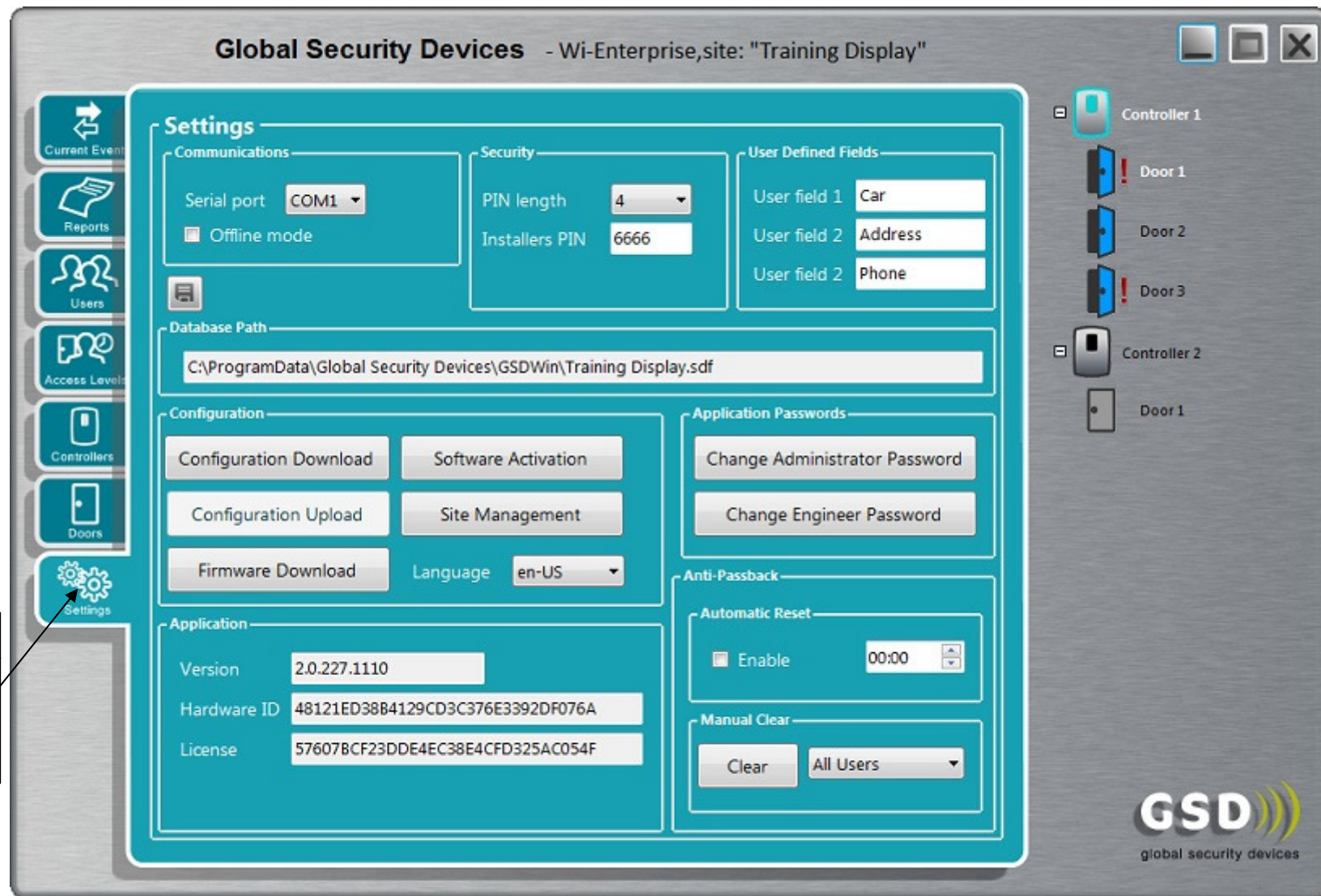


## Door Timed Actions

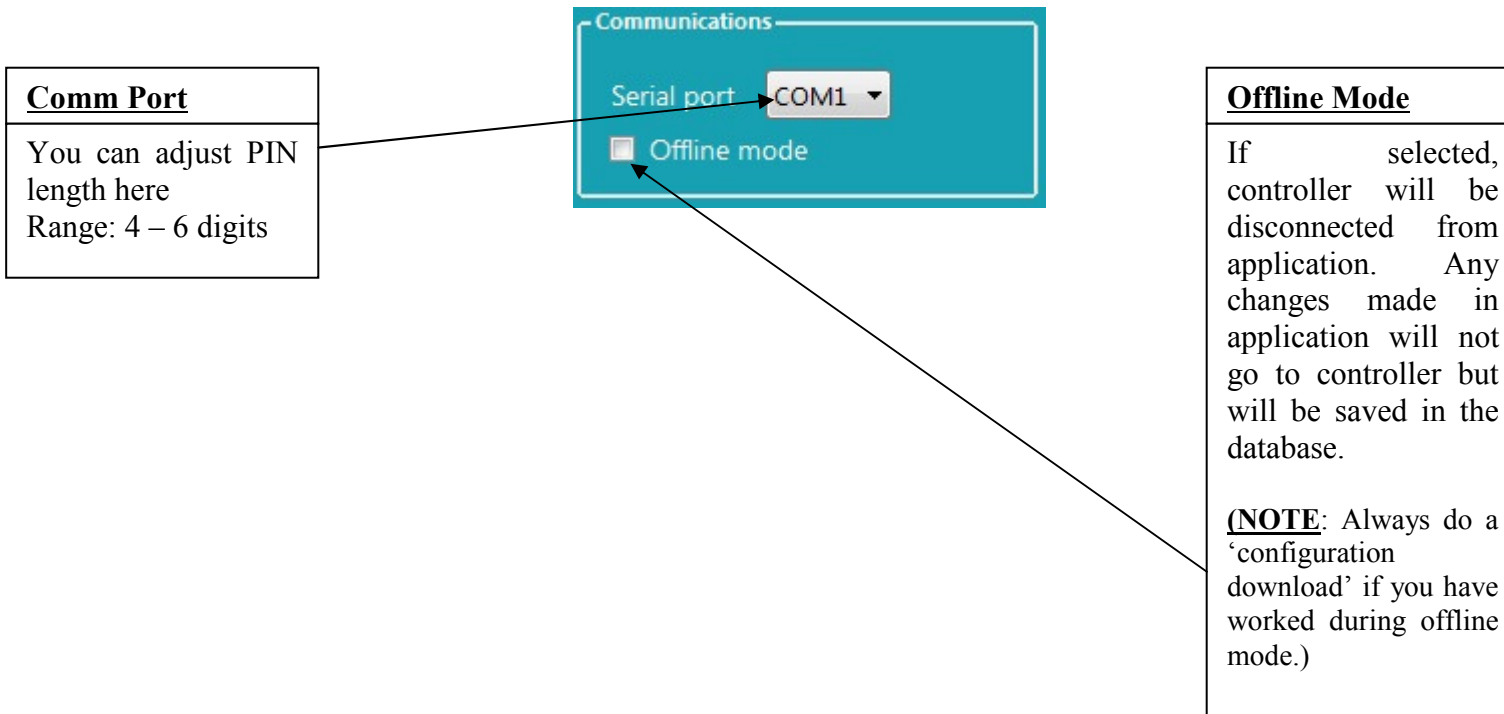
OPTION	DESCRIPTION	
Locked	Inactive	
	Time zone	If selected, the door will be locked as per a timezone chosen. (See Setting Timezones for details)
	All day every day.	All Day every day: If selected, the door will be locked all day every day.
Unlocked	Inactive	
	Time zone	If selected, the door will be unlocked as per a timezone chosen. (See Setting Timezones for details)
	All day every day.	All Day every day: If selected, the door will be unlocked all day every day.
Output1	Inactive	
	Time zone	If selected, output 1 will be active as per a timezone chosen. (See Setting Timezones for details)
	All day every day.	All Day every day: If selected, the output1 will be active all day every day. Note: Output1 is associated with the interlock feature.
Card and PIN	Inactive	This option should be inactive if door control is Wi-Pin only , Wi.-Prox only OR Wi-Bio as it has no function for these door control types.
	Time zone	This should be selected if this door is a Wi-Pin & Prox and need to be operated in accordance with a Time zone period. (See Setting Timezones for details).
	All day every day.	This should be selected if this door is a Wi-Pin & Prox and needs to be operated all day, every day.
Any Card (Note: Be careful with this setting)	Inactive	This option should be selected if this door control is Wi-Pin only or Wi-Bio only. It should be selected for Wi-Prox only or Wi-Pin and Prox if you don't want ANY card operating on the door which is not necessarily on the system at all.
	Time zone	This should be selected if this door control is a Wi-Prox only or Wi-Pin and Prox and needs to operate in accordance with a timezone period for any card (even when the card is not on the system).
	All day every day.	This should be selected if this door is a Wi-Prox only or Wi-Pin and Prox and needs to operate all day, every day, for any card presented. For example the entrance door to an area where ATM machines are available or an engineer on a site.
Card or PIN	Inactive	Card or PIN should be selected as Inactive if you don't want any card or PIN operating the door control. It could be selected if the door is a Wi-Bio.
	Time zone	This should be selected if this door is a Wi-Pin only or Wi-Pin and Prox and needs to operate in accordance with a timezone period with either the card or the PIN.
	All day every day.	This should be selected if this door is a Wi-Pin only or Wi-Pin and Prox and needs to operate all day, every day.
PIN only	Inactive	PIN only should be selected as Inactive if this door control is a Wi-Prox only or a Wi-Bio as it has no function for these door control types.
	Time zone	This should be selected if this door is a Wi-PIN only, Wi-Pin and Prox and needs to operate in

	<p>accordance with a timezone period.</p> <p>All day every day. This should be selected if this door is a Wi-PIN or Wi_Pin and Prox and needs to operate all day, every day.</p>
--	--

# SETTINGS



## Communications Settings





## Security Settings

You can increase the security level by increasing the PIN length.

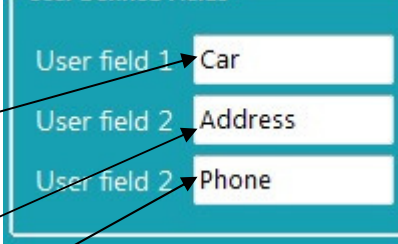
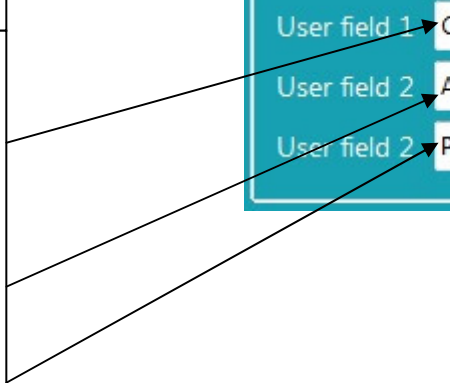
Note: higher the length, higher is the security.

<u>PIN Length</u>
You can adjust PIN length here Range: 4 – 6 digits



## User Defined Fields

<u>User Defined Fields</u>
You can define fields for user here to whatever is required e.g. staff number, department,. These fields are in User Settings. (Please see 'Change User Details' for more details)



## Advanced Settings

### Software Activation

Enter new license for software when instructed.

### Site Management

Please see site management for details

### Database Location

This is the file location of database on you computer. This is important as you can save a copy or email a copy if necessary.

### Configuration Download

Always do a configuration download after:

1. Setting up new doors.
2. When you make critical changes e.g. fingerprints.

### Firmware Download

Please follow onscreen instructions to download firmware

The screenshot shows the 'Advanced Settings' window with several sections and callouts:

- Database Path:** A text field containing 'C:\ProgramData\Global Security Devices\GSDWin\Training Display.sdf'. A callout box labeled 'Database Location' points to this field.
- Configuration:** A section containing four buttons: 'Configuration Download', 'Configuration Upload', 'Firmware Download', and 'Software Activation'. A callout box labeled 'Configuration Download' points to the 'Configuration Download' button. A callout box labeled 'Software Activation' points to the 'Software Activation' button.
- Application:** A section containing three text fields: 'Version' (2.0.227.1110), 'Hardware ID' (48121ED38B4129CD3C376E3392DF076A), and 'License' (57607BCF23DDE4EC38E4CFD325AC054F). A callout box labeled 'Application' points to this section.
- Site Management:** A button labeled 'Site Management'. A callout box labeled 'Site Management' points to this button.
- Application Passwords:** A section containing two buttons: 'Change Administrator Password' and 'Change Engineer Password'. A callout box labeled 'Change Passwords' points to the 'Change Administrator Password' button.
- Anti-Passback:** A section containing two sub-sections: 'Automatic Reset' and 'Manual Clear'. The 'Automatic Reset' sub-section has an 'Enable' checkbox and a time field set to '00:00'. A callout box labeled 'Anti-Passback' points to the 'Enable' checkbox. The 'Manual Clear' sub-section has a 'Clear' button and a dropdown menu set to 'All Users'. A callout box labeled 'Clear Users' points to the 'Clear' button.

### Change Passwords

Change administrator / Engineer's PIN here. Length of PIN can be adjusted in Settings TAB. (Please see security settings for details)

### Anti-Passback

If you enable this option and enter a time. Anti-Passback will be automatically reset for all users at this time each day.

### Clear Users

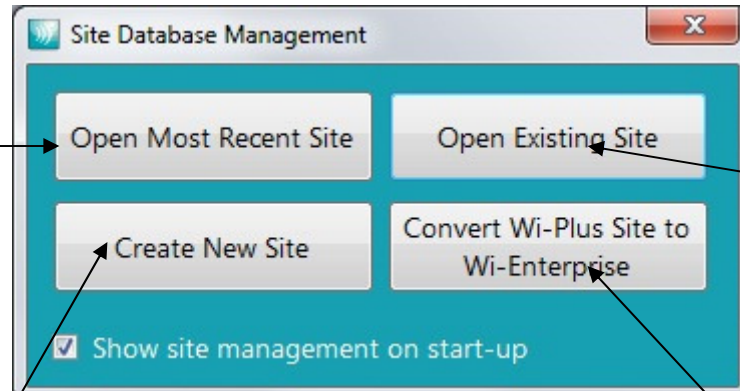
Here you can clear individual users or all users manually and instantly by clicking on Clear Button



## Site Management

### Recent Site

This will open the last site you were working on.



### Existing Site

You will be required to select the site you want to manage / operate.

### Create New Site

You can create a new site and configure all doors, controllers and all settings.

Note: Always do Configuration Download after creating a new site.

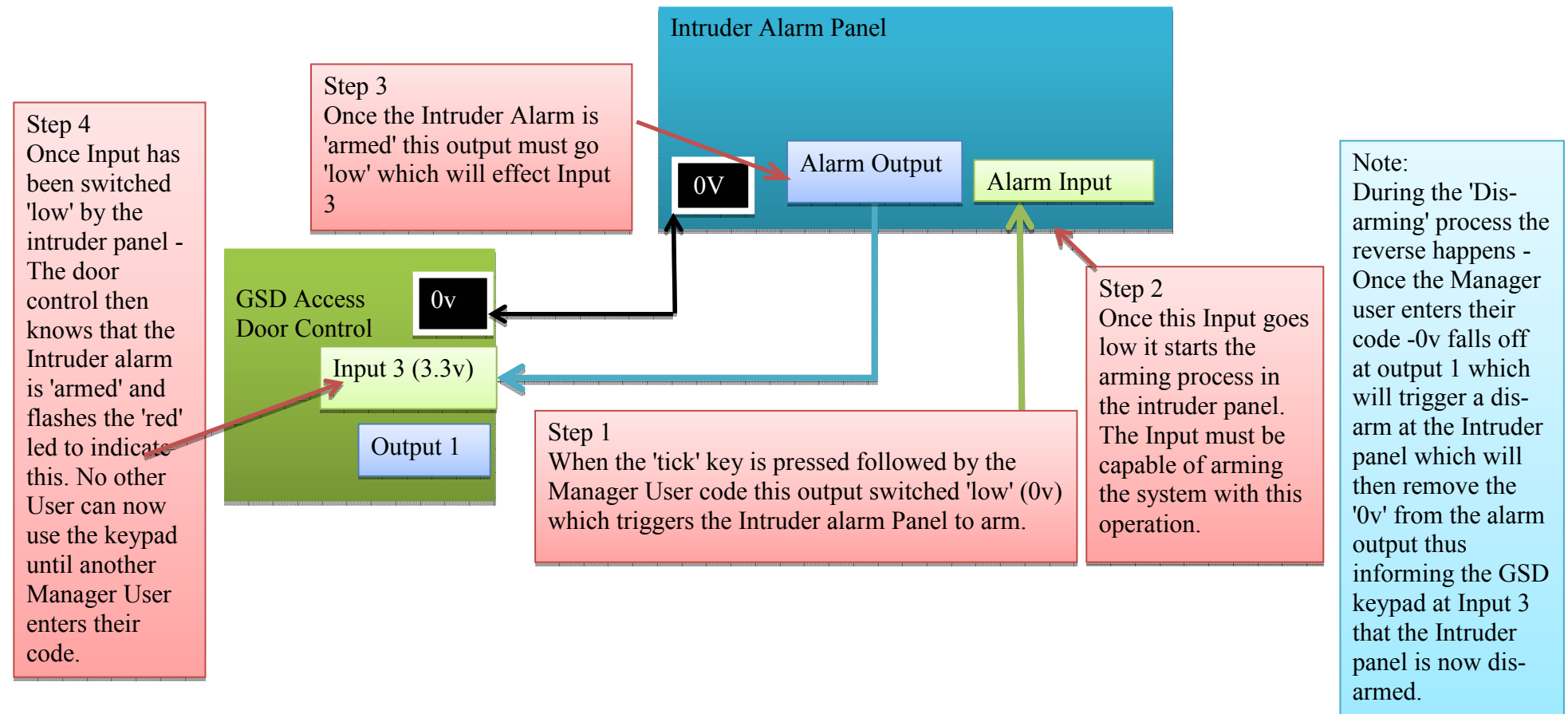
### Wi-plus to Wi-Enterprise

This will be relevant when site is being upgraded from Wi-plus site to Wi-enterprise site.

# ALARM MANAGER USER

**NOTE:** All GSD Outputs are 'Open Collector Outputs' (Max 12V/100ma)

Follow Steps 1 to 4 for the sequence for arming.



# TROUBLE SHOOTING

## CONTROLLER

ISSUE	POTENTIAL CAUSE	RESOLUTION
Not communicating with PC	Wrong Comm port setting	Set the comm. port correctly. Check PC Port Settings in Device Manager
	Wrong address in the controller	Set the correct address of the controller
	Dip switches still in default position	Set the Dip switches to the correct address and normal position. (Please see installation and user manual for controller)
	TCP/IP issue	Please check the IP Address and ensure you have correct IP Address for the controller.
	Faulty comm. port in PC	Check against another computer / laptop
Power supply issue	No power reaching controller	Check: <ol style="list-style-type: none"> <li>1. Power supply has power.</li> <li>2. All fuses are ok.</li> <li>3. 12v is being sent to controller.</li> </ol>
Cannot find doors	All doors are defaulted	Please make sure all doors were enrolled.
	Doors are not online.	Check all doors are in the 'normal' operating mode 'Blue'.
Structural issues affecting network	Has customer done anything that could interfere with the system working now?	Take any necessary action including moving the controller to resolve. Customer should be aware of the issue and that this is not a product problem

## DOOR CONTROL

ISSUE	POTENTIAL CAUSE	RESOLUTION
Door appears off line 'Grey'	Door is not 'Enabled'	Enable the door and save
	Door has been defaulted	Re- enrol the door and save
	Door is off line -	1. check the network is running by checking other doors 2. Check the condition of the LED on the keypad
Door is working sometimes and not other times	Door is controlled by a time zone period	Check all time zone periods if applied
	Door is permanently locked	Right click on the door and put door to Normal; Blue mode
	Door is permanently un –locked	Right click on the door and put door to Normal; Blue mode
	Possible toggle feature is being used by a toggle user	Check if this correct or a mistake and rectify
	User is a timed User	Check setting
	Wrong timed action	Set the correct action for the door
Door is not working for some users	Wrong code or wrong fob	check the user has the correct code and fob
	Outside door group/ User group	Check the user has the correct User Group and permissions
	Anti passback is turned on	Remove anti passback or inform the user how it works
	Challenge feature is enabled by mistake	Remove the challenge feature or inform the user how it works
	Interlock has been programmed and wired	Check that this correct and required by the customer
		Do a Full Download
Power supply issue	No power going to the controller	Check power supply has power , all fuses are ok and 12v being sent to the Controller
Lock problems	Lock is not getting power	Check voltages at the lock when keypad relay is operating.
	Varistor is in the wrong place	Check the correct position in the manual for the lock type
	Wiring is wrong	
Door control problem	Bad radio location	See if swapping the door control with another resolves the issue
No beeps coming from the door control	Silent mode enable	Switch off 'Silent Mode'

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